



PRIMARY SCHOOL

Flourishing from
a Firm Foundation

Furzedown Primary School School Business Manager

Permanent Full time: Pay Scale PO4 (Point 36 – 39) 36 hours per week 41 weeks per year

Required: November 2025

Headteacher: Mrs. D. Morris

SBM Job Description

Purpose of the Job:

To play a full and active role as a key member of the School Leadership Team, providing strategic leadership and operational excellence across all business and support services. The postholder will ensure that the school's resources, systems and infrastructure are managed effectively, sustainably and inclusively, enabling the best possible outcomes for children. This includes driving innovation in financial and operational management, supporting staff wellbeing, strengthening community and parental engagement, and aligning all business functions with the priorities of the School Development Plan and the values of the school.

1. Leading Support Services

- Set an example of personal integrity and professionalism.
- To actively contribute to the ethos of the school and promote the school values.
- Provide leadership and guidance for non teaching support staff, including direct line management responsibility where appropriate – administrative, financial, technicians, premises and maintenance staff.
- Ensure the school makes the best possible use of resources through effective strategic planning, including consideration of all financial implications.
- Ensure the school's resources are managed efficiently, ethically, professionally and with integrity and conforming to all internal and external regulatory requirements and in a sustainably sound manner.
- Manage health and safety, environmental issues, and service contracts
- Oversee the pupil and workforce census.
- Implement effective risk management, for example, in health and safety and in the management of any third-party service contracts.
- Oversee pupil records, ensuring all strands of pupil administration is covered. Provide reports and analysis of data as required.
- Participate in staff meetings and working groups as are appropriate to the role.
- Advise governors on the policy needed to comply with legislation concerning employment protection, equal pay, sex discrimination, etc., and the implementation of these policies in school.
- Seek professional advice on insurance and advise the governors on the appropriate insurances for the school. Implement the approved insurances.

- Understand the effects and implications of government policies, legislation and directives and develop effective strategies for current initiatives and long-term trends and developments.
- Proactively keep abreast of developments in relation to this post and whenever possible and appropriate attend professional development opportunities.

2. Finance

- Have overall daily responsibility for managing the financial aspects of the budget including attending relevant meetings and courses, proposing general budget structures and account levels, organising day-to-day financial transactions, profiling accounts, producing information for audit purposes and making presentations to the Resources Committee where applicable.
- Lead and advise the Headteacher and governors long-term strategic planning and forecasting for the school to support and contribute to the strategic objectives of the school as detailed in the School Development Plan.
- Attend all Finance Committee meetings and provide advice to its members.
- Oversee debt recovery, the regular preparation of accounts and reports on the financial state of the school for governors and budget holders etc
- Manage the preparation of school budgets in accordance with school's policies and to link to the School Development Plan.
- Produce timely and fully costed proposals and ensuring they are sustainable, for example, through particular projects and three-year budgets.
- Liaise regularly with the HT and advise on budget management.
- Provide management information for the HT and Governing Body, including termly reports for the Resources Committee and information for all internal budget holders.
- Provide training and support to those members of staff with delegated budgets.
- Manage the School's accounting procedures, resolving any problems.
- Monitor the school accounting function ensuring efficient operation according to agreed procedures and maintain those procedures by conducting at least an annual review in line with the Local Authority Scheme of Delegation.
- Act as correspondent for the DfE and be responsible for the records and returns required.
- Ensure that the principles of value for money are applied to all school transactions.
- Complete evidence to meet Schools Financial Value Standard for governors.
- Seek professional advice where appropriate.

3. Procurement

- Be a catalyst for driving efficiencies across the school.
- Use financial management information, especially benchmarking tools, to identify areas of relative spending, assess trends and directly advise the leadership group accordingly.
- Ensure the school complies with tendering procedures, standing orders or value for money legislation.
- Oversee the process of constructing contracts for competitive tender/value for money e.g. improvement, repairs, cleaning, catering, grounds maintenance in accordance with the school financial regulations.
- Oversee capital projects ensuring compliance, value for money and alignment with school priorities.
- Negotiate, manage and monitor contracts, tenders and agreements ensuring 'value for money' at all times and contract remains fit for purpose.
- Develop and lead on negotiations on service-level and/or joint working agreements.
- Identify opportunities to improve value for money.

4. Infrastructure

- Develop a disaster recovery strategy to include a detailed plan.
- Develop and manage an effective asset management plan to optimise learning outcomes across the school.
- Develop and maintain a risk register and implement risk manage and loss prevention strategies.
- Draw up outline specifications for building work, obtaining tenders, obtaining planning permission, and liaising with building contractors and architects where relevant.
- Manage the maintenance and upkeep of the school site and buildings, the preparation of maintenance schedules and the efficient operation of all facilities on the property, and oversee plant for lighting, heating, hot water, cooking, ventilation, water softening and energy conservation.
- In cooperation with the fire service, manage the installation and maintenance of equipment for protection against, and escape from, fire.
- Initiate and manage records of regular fire practices and alarm tests with premises staff and ensure emergency procedures are current timely.
- Manage purchase, repair and maintenance all furniture and fittings.
- Manage the letting of the school premises to outside organisations and school staff, and the development of extended schools' activities with particular reference to the local community.
- Manage the ICT administrative function including the school ICT facilities, reprographics and telephones.
- As appropriate, obtain the necessary licenses and permissions and ensure their relevance and timeliness.
- Manage the school's administrative and financial computer systems; the implementation of appropriate management information systems; and the full computerisation of the administration accounting and record system. Act as system manager for the administrative computer network and curriculum network if appropriate.
- Lead on maximising the use of digital platforms (e.g., Arbor MIS, finance/HR/communication systems) to improve efficiency, reporting and stakeholder engagement.
- Explore and implement new technologies (including AI tools where appropriate) to support staff efficiency, data analysis and communication.

5. Human Resources

- Recruit and manage non teaching support staff with the Head Teacher.
- Manage the professional development, appraisal and training of non-teaching support staff.
- Oversee Induction of all new staff.
- Oversee general personnel matters including employment clearance for new staff (employment checks) and issuing contracts of employment.
- Provide advice on employment law issues and lead and advise senior leaders on key negotiations with trade unions and employee forums on a range of HR issues. Seek professional advice where appropriate.
- Analyse workforce planning and proposed staffing models in alignment with the School Development Plan and projected budget.
- Update and review HR policies and procedures advising governors.

6. Marketing

- Ensure an effective marketing and communications strategy for the whole school.
- Maximise income generation within the ethos of the school and ensure value for money principals are adopted, for example, in extended schools' activities.
- Secure funds to which the school is entitled; act as point of contact with central and other agencies about grant applications, gifts and other donations.
- Secure bid-based competitive funds by effective use of bidding systems and contacts.
- Prepare bids and generate new income streams and grant funding.
- Build strong partnerships with local community, businesses and organisations to enhance opportunities for pupils and families.
- Liaise with local businesses for fundraising, arranging vocational experience and joint projects.
- Promote the school to different audiences and raise the profile within the local community.
- Lead, develop and regularly review a clear and consistent brand, including guidelines.

7. Safeguarding

- Ensure all support services, contractors, lettings and third-party providers meet safeguarding requirements.
- Maintain safer recruitment compliance for all non-teaching appointments.
- Oversee GDPR compliance, ensuring safe management of staff/pupil data.
- Be fully aware of and understand the duties and responsibilities arising from the Children's Act 2004 and Keeping Children Safe in Education in relation to child protection and safeguarding children and young people as this applies to the role within the organisation.

8. Behaviours

Agile	Is adaptable, flexible, reflective and capable of leading and managing change.
Decisive	Can identify and consider options, make recommendations and robustly defend decisions in a timely manner, using evidence to support proposals.
Leads	Inspires and motivates others within their team, school and the wider profession. Leads functions, people and/or projects within their remit of their autonomy and responsibility.
Collaborative	Works effectively and inclusively both within and outside of the organisation so individuals, teams and the learning community can benefit from shared capacity and knowledge.
Resourceful	Uses resources, information and knowledge to overcome obstacles and finds creative/ innovative solutions to develop self, team and/or organisation.
Emotionally intelligent	Manages and uses emotional intelligence when problem-solving and considers new innovations and change. Demonstrates confidence and the ability to negotiate, challenge and influence alongside care for others, diplomacy, approachability and resilience. Demonstrates both contextual and professional self-awareness.

Person Specification

CRITERIA	ESSENTIAL
EXPERIENCE (Relevant work and other experience)	<ul style="list-style-type: none"> • Proven experience of designing and implementing robust financial management processes and controls • Experience of leading support services in an educational setting • Proven experience of leading and motivating a team
SKILLS AND ABILITIES (E.g. Written communication skills, dealing with the public)	<ul style="list-style-type: none"> • The ability and motivation to constantly improve own practice and knowledge through self-evaluation and learning from others • Understanding of the education funding landscape and context. • Ability to manage the school budget both on a strategic and day to day level • Ability to produce and adopt long term financial plans up to three years ahead. • Able to apply a pragmatic approach to strategic planning • Able to work methodically and accurately under pressure • The ability to lead, organise and motivate a team • Advanced IT skills • Strong commercial awareness • An understanding of the principles and practice of risk management • Proactive, innovative approach and constantly looking for improvement • The ability to be flexible and positive, loyal, dedicated and trustworthy • An ability to establish and develop positive relationships throughout the school and with other stakeholders • Calm under pressure and able to reconcile conflicting priorities, has energy and is resilient • Effective communication and interpersonal skills • Ability to communicate a vision and inspire others
PERSONAL QUALITIES	<ul style="list-style-type: none"> • Commitment to promoting the ethos and values of the school and getting the best outcomes for pupils • Commitment to acting with integrity, honesty, loyalty, dedication and fairness to safeguard the assets, financial probity and reputation of the school • Commitment to maintaining confidentiality at all times • Commitment to safeguarding and equality

QUALIFICATIONS

- Level 5 qualification in one of the following - Services, Finance, Infrastructure, Procurement, HR or Marketing
- Level 6 Advanced Diploma in School Business Management
- Membership of Institute of Business Leaders (ISBL)

The School Business Manager will be required to safeguard and promote the welfare of children and young people and follow school policies and the staff code of conduct.

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role and is not a comprehensive list of all tasks that the school business manager will carry out. The post holder may be required to undertake other duties appropriate to the level of the role, as directed by the Headteacher